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CONSTITUTIONS

FOR

GRAND AND SUBORDINATE LODGES

OF THE

INDEPENDENT ORDER

OF

Good Templars.

Adopted by the Right Worthy Grand Lodge, at Annual Session, May 29th, 1867.

AND AMENDED AT LONDON, ENGLAND, JULY, 1873.

NAPANEE, ONTARIO:
CANADA CASKET STEAM PRINTING HOUSE,

Order of Business

For Grand Lodge Meetings.

1. The Grand Lodge shall meet at — o'clock, A. M., and adjourn at — o'clock.
2. The G. W. C. T. shall take the Chair, and call the Lodge to order at the time to which it stands adjourned.
3. Reading and correcting the Journal of previous meeting.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. Petitions and Memorials.
7. Appeals.
8. Election and Installation of Officers.
9. Miscellaneous Business and Good of the Order.

Rules of Order.

1. The G. W. C. T. shall decide all questions of order, subject to an appeal to the Grand Lodge.
2. The G. W. C. T. shall appoint all Committees, unless otherwise directed by the Grand Lodge.
3. No member shall speak upon any question until first seconded and stated by the Chair.
4. No member shall speak more than twice on the same question, nor more than ten minutes, without special leave from the Grand Lodge.
5. No member shall be absent from the session of the Grand Lodge, without permission of the G. W. C. T.
6. A motion to adjourn shall always be in order, and to be taken without debate.

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NAPANEE, ONTARIO:

CANADA CASKET STEAM PRINTING HOUSE, DUNDAS STREET

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GENERAL RULES.

To avoid ambiguity of expression, the masculine form of the pronoun is used in the following pages, and generally in all Good Templar publications, but it is in all cases to be construed as referring to either sex, according to circumstances.

No person can be admitted to membership in this Order unless he believes in the existence of Almighty God as the Ruler and Governor of all things, *and is willing to take our pledge for life*; under this rule we welcome all classes to our Order. The young, that we may save them from falling into the snares of the Tempter; the inebriate, *who earnestly desires to reform*—that we may assist him to break the chains of appetite that bind him to the car of ruin; the moral and social—that by uniting all these elements of society, we may the better advance the cause of Temperance and Morality.

Authority of these Constitutions.

The following resolutions were adopted by the Right Worthy Grand Lodge, at its session held in Detroit, May 29th, 1867.

Resolved, That the Constitutions reported by the Committee on Uniform Constitutions for Grand and Subordinate Lodges, be, and the same are, hereby adopted for the government of all Grand Lodges hereafter instituted, and of the Subordinate Lodges under their respective jurisdictions, and for the government of all Subordinate Lodges under the direct control of this Right Worthy Grand Lodge; also, to be in force within the jurisdiction of all Grand Lodges heretofore organized, whose Grand bodies have not procured a supply of printed Constitutions for their Grand and Subordinate Lodges.

Resolved, That all other Grand Lodges be, and they are, hereby earnestly requested to examine these Constitutions, and adopt them for their respective jurisdictions, or notify this body in writing what provisions in said Constitutions, or either of them, are inapplicable to their jurisdiction.

I certify the above to be a correct transcript from the minutes.

W. S. WILLIAMS,
Right Worthy Grand Secretary.

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CONSTITUTION

OF THE

GRAND LODGE.

ARTICLE I.

NAME—JURISDICTION—MEMBERSHIP.

SECTION 1. *Name.* This Lodge shall be entitled the Grand Lodge of————————, of the Independent Order of Good Templars.

SEC. 2. *Jurisdiction.* This Grand Lodge shall have jurisdiction over all Subordinate Lodges and Degree Temples of Good Templars now existing, or which may hereafter exist in the————of————. It shall have the sole right and power to grant, suspend, or revoke Charters; to originate and regulate the means of its own support; and to receive and decide appeals, and determine all questions of law and usage, subject to the R. W. G. Lodge.

SEC. 3. *The Members* of this body shall be its officers and past officers, Representatives and past Representatives, who are contributing members of the several Lodges subordinate to this Grand Lodge, and who have taken the Grand Lodge Degree, and been admitted as required by the Constitution.

SEC. 4. *The Basis of Representation* may be regulated by this Grand Lodge in its By-Laws, but in the absence of such express provision each Subordinate Lodge shall be entitled to one Representative. Alternate Representatives may be chosen (if desired) under such rules as may be prescribed by the Grand Lodge in its By-Laws.

SEC. 5. *Election and Time of Service* The regular election of Representatives shall be held at the first

regular meeting in the quarter during which the annual session of the Grand Lodge is held. Written ballots shall be used, and a majority of all votes cast shall be necessary to a choice. If the Lodge fail to elect at the regular time, or if vacancies occur, or a Lodge is entitled to additional Representatives, previous to any session, an election may be held at any regular meeting within four weeks of such session. The regular term of service shall be one year; but those elected to fill vacancies and such additional Representatives as may be elected prior to other than annual sessions, shall serve only until the next annual election. No Lodge can be represented by any but its own members, and a transfer of membership shall vacate a Representative's seat.

SEC. 6. *Privileges of the Grand Lodge.* All acting and Past Worthy Chief Templars, acting and Past Worthy Vice Templars, and all Deputies of the Grand Worthy Chief Templar, shall be entitled to the Grand Lodge Degree, and all the privileges of membership in this Grand Lodge, except voting, provided that they are in good standing in their several Lodges, and present the proper credentials.

SEC. 7. *Credentials.* All Representatives shall receive regularly attested certificates of election to this body. All members entitled to the Grand Lodge Degree, under Section 6, shall receive certificates of service in their respective offices, from the Lodge in which said services were rendered, and this shall be their proper credentials, entitling them to seats in this Lodge, and the Grand Worthy Chief Templar's commission shall be the requisite credentials of Deputies. But no Representatives or non-voting members can be admitted unless they are full Degree members, and in possession of the current quarterly pass-word.

SEC. 8. *Voting.* All members under Section 3 of this Article, shall be eligible to office, and vote on all questions except the election of officers, and when the yeas and nays are called, and shall be permitted to take part in the proceedings and debates of this Grand Lodge. The yeas and nays may be demanded

on any question by one-fifth of the members present.

ARTICLE II.

SESSION.

SEC. 1. *The Annual Session* of this Lodge shall commence on the————day of————in each year, at ——o'clock, A. M., at such place as the Grand Lodge shall have designated. Special meetings may be called by the Grand Secretary, when ordered by the Grand Chief Templar; and shall be so called on written application of ten members, representing at least seven Lodges. No session shall be opened for general business unless at least seven Lodges are represented, but a smaller number may open, act on the credentials of members, confer the Grand Lodge Degree, and adjourn from time to time until a quorum shall be present.

ARTICLE III.

OFFICERS.

SEC. 1. The *Officers* of this Lodge shall be: 1st, Grand Worthy Chief Templar; 2nd, Grand Worthy Counselor; 3rd, Grand Vice Templar; 4th, Grand Secretary; 5th, Grand Treasurer; 6th, Grand Chaplain; 7th, Grand Marshal; 8th, Grand Guard; 9th, Grand Sentinel; 10th, Assistant Grand Secretary; 11th, Deputy Grand Marshal. The FIRST FIVE shall be elected by the Lodge; the sixth and seventh appointed by the Grand Worthy Chief Templar elect; the eighth and ninth by the Grand Vice Templar elect; the others by the officers they assist. The Grand Worthy Chief Templar may also appoint a Grand Messenger, when desired by the Grand Lodge; he shall also appoint, from time to time, such full Degree members for State, District, County, Special and Lodge Deputies, as the interests of the Order may seem to require.

SEC. 2. The *Regular Election* of Grand officers shall be by ballot, on the second day of each annual session. The nomination for each office shall be followed by the election of the same, before the nominations for the next, and a majority of all the votes cast shall be necessary to a choice. All officers, unless removed according to the provisions of this Constitution, shall

hold their seats until their successors are installed.

SEC. 3. *Vacancies* in any office may be filled at any session, and in case the office of Grand Secretary becomes vacant, the Grand Worthy Chief Templar, by consent of the Executive Committee, shall appoint a member of this Grand Lodge to act in said office until the next session, when the vacancy shall be filled by election, and such appointed officer shall receive the regular salary for the term of such service.

SEC. 4. *Penalties.* This Grand Lodge may place on trial and remove any officer for dereliction of duty and improper conduct, by a vote of two-thirds of the members present. It may enforce upon its members any penalty, to the extent of expulsion, for a violation of the Constitution, Rules, Obligations, or any principles of the Order.

ARTICLE IV.

DUTIES OF OFFICERS.

SEC. 1. The *Grand Worthy Chief Templar* shall be the chief executive officer of this Grand Lodge, and of the Order of Good Templars of this State. He shall preside at all its sessions, preserve order, enforce a proper observance of the laws and usages of this body, decide questions of doubt or difficulty, whenever properly submitted, appoint such officers and committees as the Constitution or usages may require, provide for the institution of new Lodges and the general prosperity of the Order. He shall be clothed with the power and provided with the means necessary to the thorough and faithful discharge of his duties, submit to each session a full written report of the work done by himself or deputies, all decisions made, the condition of the Order, its prospects and requirements for the future, and shall discharge such other duties as the interests of the Order require.

SEC. 2. The *Grand Worthy Counselor* shall assist the Grand Worthy Chief Templar, preside in his absence or disability, and in case of its vacancy assume that office and perform its duties until the next session when a Grand Worthy Chief Templar shall be elected.

SEC. 3. The *Grand Vice Templar* shall render such

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assistance to the Grand Worthy Chief Templar as may be required, have charge of the doors and ante-rooms of the Grand Lodge, and direct the admission of the members. In case the office of Grand Worthy Counsellor becomes vacant, he shall assume and perform the duties of said office, and in the absence of the Grand Worthy Chief Templar and Grand Worthy Counsellor, shall preside, and in case of vacancies in both these offices, shall act as Grand Worthy Chief Templar, until the succeeding session, when they shall be filled by election.

SEC. 4. The *Grand Secretary* shall be the recording and corresponding officer of the Grand Lodge. He shall keep a correct record of all its proceedings, and of those of the Grand Council, also of the returns of Subordinate Lodges; notify all Subordinate Lodges of the action of this body, furnish them with such instructions, blanks, &c., as may be necessary for their correct working, and furnish for publication the "Journal of Proceedings," and an abstract of returns, immediately after each session. He shall be chairman of the Committee on Returns and Credentials, with power to make or direct necessary corrections. He shall keep the financial accounts of this Grand Lodge, receive its moneys, and pass the same over to the Grand Treasurer, taking his receipt; but may, when it becomes necessary to make immediate use of the money, pay it upon the order of the Grand Worthy Chief Templar, and place the order in the hands of the Grand Treasurer. At the end of his term, and also of every session, he shall present a full written report of the business of his office, with all the information in his possession relative to the condition of the Order. He shall prepare and publish the "Journal of Proceedings," Blank Returns, Credentials, Certificates, Circulars, Pass-words, and such other matter as the Grand Lodge may direct, or the interests of the Order require.

SEC. 5. The *Grand Treasurer* shall receive all moneys, securities and vouchers of the Grand Lodge, and pay all orders drawn on him by the Grand Worthy Chief Templar and Grand Secretary, and shall keep an accurate account of his receipts and expenditures, and make

a full report in writing at each Regular Session.

SEC. 6. The *Grand Messenger* shall act as Janitor of the Hall, keep the room and regalia in order, and convey messages.

SEC. 7. *All Grand Officers* shall discharge such duties as may be required by the Ritual or usages of the Order, or by the Grand Lodge.

SEC. 8. *Each Lodge Deputy* shall instruct the Lodge under his charge in the work, and enforce obedience to the rules and usages of the Order; collect all taxes, assessments, bills and returns due the Grand Lodge, and immediately forward them to the Grand Secretary; install officers and impart the Pass-words, when the quarterly returns and Grand Lodge tax are placed in his hands, and not otherwise. He shall grant such dispensation as may be authorized by the laws of the Order, and at the close of each quarter furnish the Grand Worthy Chief Templar with a report of his proceedings and the condition of the Lodge. He shall perform such other duties as are specified in his commission.

SEC. 9. The *Executive Committee* shall be composed of the Elective Grand Officers, and any Grand Lodge may, by majority vote, add the Junior P. G. W. C. T., present in the jurisdiction, to said Committee. They shall have power to grant and revoke Charters, and in the recess of the Grand Lodge, shall exercise the power of that body; but all their acts shall be subject to be set aside or revised by the Grand Lodge.

ARTICLE V.—COMMITTEES.

SEC. 1. The Grand Worthy Chief Templar shall appoint at each annual session of the Grand Lodge, the following Committees to consist of five each, viz: Committee on Appeals, Committee on Finance, Committee on Credentials and Returns, Committee on State of the Order, Committee on Constitutions.

SEC. 2. The Committee on Appeals shall receive all appeals that may be presented to the Grand Lodge, at least ten days before any regular session, and report thereon in writing. They shall receive the testimony adduced by the Deputy, and no other.

SEC. 3. The *Committee on Finance* shall examine, audit and report upon all bills and claims presented, and the books and accounts of the officers; at each session report in writing the state of the finances, and at each annual session recommend such measures of finance as they may deem necessary.

SEC. 4. The *Committee on Credentials and Returns* shall examine and report upon all returns, credentials and claims for seats submitted to them.

SEC. 5. The *Committee on the State of the Order* shall at each session of the Grand Lodge submit a report containing such information as they may deem interesting or instructive. They shall take charge of such reports of officers, resolutions, petitions, etc., as may be referred to them, and recommend such measures as in their judgment will best promote the interests of the Order.

SEC. 6. The *Committee on Constitutions* shall examine and report on all amendments to the Constitution and By-laws submitted to them.

ARTICLE VI.

REVENUE.

SEC. 1. The *Revenue* of this body shall be derived from Charter Fees and supplies required by Subordinate Lodges and Degree Temples, and such per capita tax upon the membership of Subordinate Lodges and Degree Temples, fees for each initiation and degree conferred, as may be determined and voted at the annual session of the Grand Lodge, and such special assessments as may be imposed by a two-thirds vote of the Grand Lodge at a regular session.

SEC. 2. *Charter Fees.* The fee for Charter and set of Books and Cards shall not be less than ten dollars, and new Lodges and Degree Temples shall pay the necessary expenses of the Instituting Officer.

ARTICLE VII.

SUBORDINATE LODGES.

SEC. 1. *Charters.* On the written application of ten or more persons, not less than sixteen years of age, in good standing in any community, the Grand Worthy

Chief Templar and Grand Secretary may grant a Charter, and designate a Deputy to institute the Lodge, and instruct the members in the work of the Order. *Provided*, however, that no application emanating from a city, town or village in which a Lodge shall then exist, shall be granted without the consent of such Lodge, or if there be more than one Lodge, without the consent of one of such Lodges, except by vote of the Executive Committee or Grand Lodge.

SEC. 2. *Memorials, Petitions, Appeals.* All members of Subordinate Lodges shall have the right to memorialize or petition this Grand Lodge; also to appeal from the decision of the Worthy Chief Templar or Subordinate Lodge, to the District Deputy, and if there be no District Deputy, or if his decision is unsatisfactory, then appeals may be taken to the Grand Worthy Chief Templar or Grand Lodge, and these rights shall not be abridged by reason of informality.

SEC. 3. *Returns.* All Subordinate Lodges shall make returns at the end of each quarter, as full as the forms provided for them permit, and a failure to make such returns for one year shall work a forfeiture of Charter. Deputies instituting new Lodges shall also make full returns, according to the forms provided them.

SEC. 4 *Surrender of Charter and Books.* The person having in custody the Charter and Books of any Lodge, shall surrender them to the Deputy at any time when ordered to do so by the Executive Committee.

SEC. 5. *Offences.* The Executive Committee on being informed that any Lodge has violated any of the laws of the Order, or is so conducted as to bring reproach upon the Order, shall at once investigate the case, and if they find the charges sustained, take such measures as they may deem necessary to punish the Lodge and protect the Order. But the Lodge may appeal from the act of the Executive Committee to the Grand Lodge.

SEC. 6. *Certificates.* Members of an extinct Lodge, in good standing at the time of its demise may, at any time within twelve months afterward, receive from the Grand Secretary, a certificate, under his hand and the

seal of the Grand Lodge, which will serve the purpose of a Clearance Card; *Provided* the Grand Secretary may for good reasons, refuse to grant a certificate to any member, subject to the decision of the Executive Committee.

SEC. 7. *Restoring Charters.* At any time within one year from the surrender of a Charter, the Executive Committee may, if they deem it expedient, on such terms as they may determine, restore the Charter, on petition of ten persons who were members of the Lodge in good standing at the time of the surrender.

ARTICLE VIII.

JOURNALS—SALARIES—BONDS.

SEC. 1. *Journal.* The reports of Officers and Committees, with the approved decisions of the Grand Worthy Chief Templar, and an abstract of returns, shall be published with the "Journal of Proceedings."

SEC. 2. *Salaries.* The Grand Worthy Chief Templar and Grand Secretary shall be entitled to such salary or remuneration for their services as may from time to time be voted by this Grand Lodge.

SEC. 3. *Bonds.* The Grand Secretary and Grand Treasurer shall, each, prior to installation, execute to the Grand Worthy Chief Templar, Grand Worthy Counselor and Grand Vice Templar, by names, and to their successors in office, a bond, in such sum as the Grand Lodge may name, with two approved sureties, conditioned for the faithful discharge of their official duties, rendering just and true accounts, just payments of all funds coming into their hands, and immediate delivery of all moneys and property belonging to this Grand Lodge at the close of their term of office.

ARTICLE IX.

BY-LAWS AND AMENDMENTS.

SEC. 1. *By-Laws.* This Grand Lodge may, at any regular session, adopt such By-Laws, Rules of Order, or Order of Business as may be found necessary, which do not conflict with this Constitution, nor that of the Right Worthy Grand Lodge; *provided* that said By-Laws, or

Rules of Order, and all amendments or additions thereto, shall first receive the approval of the Right Worthy Grand Lodge, or in the interim between the sessions, the approval of the Right Worthy Grand Templar.

SEC. 2. *Amendments.* This Constitution and the Constitution of Subordinate Lodges, shall be altered or amended only by the Right Worthy Grand Lodge, in the manner provided in Article 20 of the Right Worthy Grand Lodge Constitution for the alteration or amendment thereof,—

Provided, That at the annual session of this Right Worthy Grand Lodge in 1870, amendments offered on the first day of the session may be acted upon at the same session, but not on the same day, and at the annual session of 1871, the same proviso be made for all amendments offered on the first day.

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CONSTITUTION

OF THE

SUBORDINATE LODGE.

ARTICLE I.

NAME—HOW COMPOSED—QUORUM.

SEC. 1. This Lodge shall be called ———— Lodge. No.——, Independent Order of Good Templars, of the ——of——. It shall consist of at least ten members, and cannot surrender its charter so long as that number, in good standing, object thereto. Seven members shall constitute a quorum.

ARTICLE II.

PLEDGE.

SEC. 1. No member shall make, buy, sell, use, furnish, or cause to be furnished to others, as a beverage, any Spirituous or Malt Liquors, Wine or Cider; and every member shall discountenance the manufacture, sale and use thereof, in all proper ways.

ARTICLE III.

MEMBERSHIP.

SEC. 1. *Eligibility.* No person under twelve years of age shall be admitted a member of this Lodge, and the Lodge, by a By-law, may fix any higher limit not above eighteen years. A person residing in any other town in which a Lodge exists, must have the consent in writing, of that Lodge, or if more than one Lodge exist there, the consent of one of them.

SEC. 2. *Proposition and Ballot.* The name, residence and occupation of a candidate for membership shall be presented in writing by some member of the Lodge, and referred to a committee of three, two of whom shall be appointed by the Worthy Chief Templar, and one by the Worthy Vice Templar. The committee shall investigate the subject and report thereon, at the next regular meeting, when the Lodge shall ballot on the proposition. Four black balls shall be sufficient to reject a candidate,

but a vote of rejection may be reconsidered on motion of any member at the same or next meeting, but at no other. The Grand Worthy Chief Templar, or his Deputy, when requested, by a vote of *two-thirds* of the members present, may grant a dispensation to ballot for a candidate on the same evening he is proposed. In their absence the ballot may be taken by *unanimous* consent of the Lodge.

SEC. 3. *Withdrawal of Proposition.* A proposition for membership having been referred to a committee shall not be withdrawn except by a majority vote.

SEC. 4. *Postponement.* Should the Committee of Investigation find cause, or any member desire it, the report and proposition may be indefinitely postponed [which shall not be considered a rejection, but a new proposition may be made at any time.]

SEC. 5. *Deposit of Card.* A candidate for membership by card shall deposit it with the proposition, or furnish satisfactory evidence that it has been lost; and he shall be subject in all cases to the provisions of the second section of this Article.

SEC. 6. *Expelled and Rejected Candidates.* No person who has been expelled or rejected from this or any other Lodge of the Order, shall be again proposed within three months from the date of his expulsion or rejection, and no member who has been suspended shall be proposed for membership in any other Lodge until he has been reinstated in the Lodge suspending him.

SEC. 7. *Signing the Constitution.* Every person on becoming a member shall sign this Constitution.

SEC. 8. *Charter Members* must be initiated within three months of the institution of the Lodge.

ARTICLE IV.

FEES AND DUES.

SEC. 1. *Initiation Fees and Quarterly Dues.* The initiation fee and quarterly dues, shall not be less than such amount as may be determined by the Grand Lodge in its By-laws, both to be paid in advance; but no dues shall be required of any one for the current quarter of his initiation.

SEC. 2. *Penalty for Non-payment.* No member shall receive the Pass-word until his dues for the current quarter are paid, and no member without the Pass-word shall be permitted to sit in the Lodge.

SEC. 3. *Degrees.* Each Lodge granting a certificate for Degrees to a member, shall not receive less than twenty-five cents for each Degree, which shall go into the funds of the Lodge.

ARTICLE V.

OFFICERS AND TERMS.

SEC. 1. *Titles.* The officers of this Lodge shall be: 1st, Worthy Chief Templar; 2nd, Worthy Vice Templar; 3rd, Secretary; 4th, Financial Secretary; 5th, Treasurer; 6th, Chaplain; 7th, Marshal; 8th, Guard; 9th, Sentinel; 10th, Assistant Secretary; 11th, Deputy Marshal; 12th, Right Supporter; 13th, Left Supporter. The *first nine* shall be elective, the Supporters appointed by the Worthy Chief Templar elect, and the others by the officers they assist.

SEC. 2. *Eligibility.* After this Lodge has been instituted three terms, no member shall be eligible to the office of Worthy Chief Templar, or Worthy Vice Templar, unless he has previously served one term in some office, and none but full Degree members shall at any time be eligible to either of those offices after the second election.

SEC. 3. *Absence.* If any officer shall be absent from the Lodge for three successive meetings, without rendering at the expiration of that time a valid excuse, his seat may be declared vacant by a two-thirds vote.

SEC. 4. *Vacancies.* Vacancies may be filled at any time, and the member holding an office at the close of the term shall receive the honors of that term. In the absence of the Worthy Chief Templar, the Worthy Vice Templar is entitled to preside, and if both Worthy Chief Templar and Worthy Vice Templar are absent the *senior* Past Worthy Chief Templar present. In absence of all entitled to preside, the Secretary, or some other member shall call the Lodge to order, and the Lodge may, by a vote in the usual manner, select

some member to act *pro tem.* Any officer entitled to the chair may yield the claim to the Grand Worthy Chief Templar or his Deputy, or any Past Worthy Chief Templar.

SEC. 5. *Terms and Elections.* The regular terms shall commence with the first meetings in February, May, August and November. The officers shall be elected by ballot and majority vote at the last regular meeting in each term, and installed at the first.

ARTICLE VI.

DUTIES OF OFFICERS.

SEC. 2. *Past Worthy Chief Templar.* The Worthy Chief Templar of one term shall be, when present, the acting Past Worthy Chief Templar of the succeeding term. In his absence the Past Worthy Chief Templar next in seniority, shall fill that office. He shall have an oversight of the ceremonies, correct errors in the signs and instructions, give the charge to initiates as required by the Ritual, and examine and introduce visitors who apply for admission.

SEC. 2. The *Worthy Chief Templar* shall be the Chief executive officer of the Lodge, preside at its meetings, enforce a due observance of the Constitution and Laws, exact compliance with the Constitution and Laws of the Grand Lodge, and the usages and ceremonies of the Order, see that all the officers perform their proper duties, appoint all committees and officers not otherwise provided for, inspect and announce the result of all balloting and votes, but shall not vote himself except upon ballot, and in case of tie, when all present have voted. He shall, together with the Secretary, call special meetings when necessary, or when called upon by written application of seven members; sign all drafts, cards and certificates ordered by the Lodge, and see that the returns are made out and money appropriated for the Grand Lodge tax, and that the bond of the Treasurer elect is made out and approved prior to installation; and perform such other duties as may be required by the Ritual or Lodge, properly devolving upon that office.

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SEC. 3. The *Worthy Vice Templar* shall render the Worthy Chief Templar such assistance as may be required, perform the duties of that office in his absence, and have charge of the doors and ante-rooms of the Lodge.

SEC. 4. The *Secretary* shall keep a fair and impartial record of the proceedings of the Lodge, write communications, fill up certificates, notify of meetings when ordered by the Worthy Chief Templar, and attest all moneys ordered to be paid at a regular meeting and no other. He shall make out at the end of the term, for the Lodge, a full report of the proceedings during his term, and also the quarterly returns to the Grand Lodge, and, with the Worthy Chief Templar, certify thereto. He shall perform such other duties as may be required of him by the Lodge, or his charge, and deliver up to his successor, within one week from the expiration of his term, all books, papers, or other property in his possession, belonging to his office. He shall immediately notify all neighboring Lodges, of the name, occupation and residence of every person rejected, expelled, or suspended from this Lodge for any cause except non-payment of dues.

SEC. 5. The *Financial Secretary* shall keep just and true accounts between the Lodge and its members, credit the amount received, and immediately pay the same over to the Treasurer, taking a receipt. On the evening of the installation he shall present to the Lodge a full report, and furnish the Secretary with the amount of receipts for initiation, fees and dues during his term, and with any other information connected with his office necessary to enable the Secretary to prepare correct returns for the Grand Lodge; and shall deliver up to his successor all books, papers, and other property in his possession, belonging to the Lodge. He shall perform such other duties as the Lodge or his charge may require of him.

SEC. 6. The *Treasurer* shall give a bond of not less than two hundred dollars, with such surety as may be approved by the Lodge, and shall pay all orders drawn on him by the Worthy Chief Templar, attested by the

Secretary, and no other. He shall receive all moneys of the Lodge, and hold the same until the expiration of his term, unless otherwise ordered. He shall keep a full and correct account of all moneys received and expended, and deliver up when legally called upon, all books, moneys, papers, and other property of the Lodge, to his successor in office, or to whomsoever the Lodge may appoint. He shall make a report at the end of his term, and perform such other duties as may be required of him by the Lodge or his charge.

SEC. 7. The *Marshal* shall have charge of the regalia and all other property of the Lodge which is not specially entrusted to other officers, and see that it is kept in proper order, and, at the close of his term, report a schedule of the same and its condition. He shall assist the Worthy Chief Templar in preserving order, superintend the balloting, count the votes upon division, introduce candidates, and perform such other duties as may be required by the Ritual or Lodge.

SEC. 8. The *Guard and Sentinel*, under direction of the Worthy Vice Templar, shall have charge of the doors and ante-rooms of the Lodge.

SEC. 9. The *Assistant Secretary and Deputy Marshal* shall act under the direction of the Secretary and Marshal respectively, and perform such duties as may be required of them.

SEC. 10. *General Provisions.* The officers shall, in addition to the duties specially laid down in this Article, perform such other duties as may be required of them by the Constitution, By-Laws, Rules, Rituals, ceremonies and usages of the Order, or by a vote of the Lodge.

ARTICLE VII.

DEGREES.

SEC. 1. *Eligibility.* A member Eighteen years of age one month after his initiation in the first Degree, shall be eligible to the Second Degree, and one month after he has received the Second Degree, shall be eligible to the Third Degree. No member not thus qualified, shall receive the Degrees, except Charter members on the institution of a new Lodge, except by

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written dispensation of the Grand Worthy Chief Templar, or his Deputy, which dispensation shall not be given in case of a member under eighteen years of age, only when requested by the unanimous ballot of the Degree members of the Lodge to which such member belongs, or in case such Lodge shall be connected with a Degree Temple, the unanimous ballot of such Temple.

SEC. 2. *Application and Ballot.* Members who desire to receive the Degrees shall apply for them to the Financial Secretary of the Subordinate Lodge, and pay him the fees therefor. The Financial Secretary shall furnish each applicant with a certificate to that effect, and at the proper time give notice thereof to the Lodge. The applicants shall present their certificates at a Degree meeting of the Lodge, when open in the Degree applied for, when a ballot shall be taken. Three black ballots shall reject a candidate, in which case the certificate shall be returned to the candidate with the rejection and date endorsed thereon, and shall not be again presented under two months; *provided* the ballot of rejection may be reconsidered at the same meeting, on the motion of any member. This section shall be in force only in Lodges not connected with a Degree Temple.

SEC. 3. *Meetings.* Degree Meetings shall be held at such times as the Lodge shall determine (the Lodge Deputy to designate the time if the Lodge fails to do so,) and shall be presided over only by the Grand Worthy Chief Templar, or his Deputy, or a Degree Templar of some Temple duly chartered and organized; but it shall be the especial duty of the Lodge Deputy to confer the Degrees, or see that they are duly conferred. Seven full Degree Members of the Lodge, with the presiding officer, shall constitute a quorum for the conferring of Degrees, except when conferred on the members of a new Lodge, by the instituting officer. This section shall be in force only in Lodges not connected with a Degree Temple.

SEC. 4. *Returns to Subordinate Lodges.* The presiding officer, at any Degree meeting held according to

Section 8 of this Article, and the Secretary of every Temple, shall, previous to the close of the month within which such officer or Temple has conferred any Degree, forward certificates to the Secretary of the Lodge, giving the name of each member of such Lodge upon whom such officer or Temple has conferred either Degree, and designating the Degree and time when it was conferred.

SEC. 5. *Roll of Members.* The Secretary of each Subordinate Lodge shall keep a roll of the members of his Lodge who shall have taken the Second Degree, and a separate roll of those who shall have taken the Third Degree, with the date when each Degree was conferred, and if the Lodge is connected with a Degree Temple, he shall immediately notify the Temple, of the suspension, expulsion, or withdrawal from the Lodge or Order, of any of its Degree members, and, if a suspended Degree Member shall be reinstated, he shall notify the Temple of his reinstatement.

SEC. 6. *Fees and Dues.* The initiation fee for each Degree shall not be less than twenty-five cents, and an additional fee of fifty cents shall be paid for each dispensation* granted according to Section 1 of this Article, to be paid in Subordinate Lodge at the time of applying for the Degrees, or in Degree Temple, when the proposition is presented. The regular dues in Degree Temple shall not be less than twenty cents for each annual term, to be paid quarterly in advance. Temples may also charge an admission fee of not more than fifty cents to full Degree members, who may be admitted as members of the Temple, under Section 9 of this Article.

SEC. 7. *Degree Temples.* Upon the application of not less than ten full Degree Members, accompanied by the Charter fees, and also a certificate vote of the Lodge or Lodges to which the applicants belong, recommending that a charter be granted them, the Grand Worthy Chief Templar and Grand Secretary may issue a charter for a Degree Temple, and arrange for its institution.

* A dispensation does not do away with the ballot upon the admission of the candidate to the Degrees.

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SEC. 8. *Proposition and Ballot.* Candidates for initiation and membership in a Degree Temple, must be proposed and recommended by two full Degree Members of the Lodge to which they belong, one of whom shall be the Worthy Chief Templar, Past Worthy Chief Templar, or Lodge Deputy. The proposition shall be in writing, stating name, residence, occupation, and date when the previous Degree was taken. A ballot shall be had when the Temple is open in the Degree applied for, and if not more than one black ballot is cast, the candidate shall be declared elected, but if two or more black ballots are cast the proposition shall then be referred to a committee of three, who shall investigate and report thereon at the next regular meeting, when another ballot shall be taken, and if not more than two black ballots are cast, he shall be elected, but if more than two are cast, he shall stand rejected, and shall not be again proposed within three months after such rejection.

SEC. 9. *Full Degree Members*, not members of any Temple, may be proposed for membership by two full Degree Members of the Lodge to which they belong; the proposition shall be read when the Temple is open in the Third Degree, and a ballot taken thereon, and if not more than seven black ballots are cast, he shall be admitted to membership upon signing the Constitution and paying the fees.

SEC. 10. *Meetings.* Degree Temples shall hold their regular meeting at such times as may be designated in their By-Laws.

SEC. 11. *Officers and Terms.* The officers of the Temple shall be: 1st, Degree Templar; 2nd, Degree Vice Templar; 3rd, Degree Secretary; 4th, Degree Financial Secretary; 5th, Degree Treasurer; 6th, Degree Chaplain; 7th, Degree Marshal; 8th, Degree Guard; 9th, Degree Sentinel; 10th, Assistant Degree Secretary; 11th, Deputy Degree Marshal; 12th, Degree Right Hand Supporter; 13th, Degree Left Hand Supporter. The first seven shall be elected, the eighth and ninth appointed by the Degree Vice Templar elect; the others by the officers they assist. The regular terms shall

commence with February, and the elective officers shall be chosen by ballot, and a majority vote, at the regular meeting in January, and installed in February. Any Full Degree Member of the Temple shall be eligible to office, but after the first election, the Degree Templar shall be past or acting Worthy Chief Templar, or Deputy Grand Worthy Chief Templar.

SEC. 12. *Suspension or Expulsion* in the Subordinate Lodge shall work a suspension or expulsion from the Temple. No member shall be permitted to take part in the transactions of the Temple, whose dues are unpaid for the current term, and no person shall be permitted to sit in the Temple, unless in possession of the current quarterly Pass-word of the Degree in which the Temple is open.

SEC. 13. *Miscellaneous.* The following named Articles and Sections of the Subordinate Lodge Constitution shall be binding on Degree Temples and their members, after making such changes in the phraseology as may be necessary to adopt them, or either of them, to the work of Temples, viz.: Articles I, II, VI, and X., entire; Article III, Sections, 4, 6, 7 and 8; Article V., Sections 3 and 4; Article IX., Section 4.

ARTICLE VIII.

OFFENCES AND TRIALS.

SEC. 1. *Charges and Committee.* Any member who has reason to believe that another has violated any of the Laws of the Order, shall present to the Worthy Chief Templar a charge against him in writing, specifying the offence; and the Worthy Chief Templar, concealing the name of the accuser, shall refer the charge to a committee of three, which he shall appoint. The committee shall forthwith furnish the accused with a copy of the charge, and summon the accused and witnesses to appear before them at such time and place as they may appoint. At the appointed time and place the committee shall meet and hear the evidence, which they shall reduce to writing, and, if called upon, produce before the Lodge.

SEC. 2. *Report and Trial.* The Committee shall re-

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port recommending some punishment if they find the charge sustained. The report shall be laid upon the table until the next meeting, at which time the accused shall be summoned to appear, and the Lodge shall act upon it. If called for by any member, the evidence offered before the committee shall be read, but no other evidence shall be introduced. The Lodge may, however, re-commit the case in order that more evidence may be taken. The accused shall have an opportunity to speak in his defence, and shall then retire. The Lodge shall then decide the question, and if they find him guilty, fix on some mode of punishment, after which he shall be notified of the result. The recommendations of the committee may be amended in any manner before final action is taken on them; *provided*, however, that in all cases when a member has been found guilty he shall be punished by expulsion, suspension, fine, or reprimand, except in cases of violation of Article II, when re-obligation may be considered a punishment, at the option of the Lodge.

SEC. 3. *Absence of Accused.* Should the accused fail to appear before the committee or Lodge when summoned, without sending sufficient excuse, the trial may proceed as if he were present, or he may be punished for contempt.

SEC. 4. *Waiver.* A member against whom charges have been preferred may, with the consent of the Lodge, waive any of the forms of trial, and if he acknowledge to the committee or the Lodge that he has committed the offence the Lodge may forthwith proceed to punish.

SEC. 5. *Votes.* All votes under this article shall be by ballot. A two-thirds vote shall be required to find a member guilty, or to determine the punishment.

SEC. 6. *Violation of Article II.* A member who has violated Article II, shall be declared expelled unless he again takes the obligation in open Lodge, within four weeks from the time when he made the acknowledgement or was found guilty.

ARTICLE IX.

WITHDRAWAL AND CARDS.

SEC. 1. *Withdrawal from the Order.* Any member who is free from all charges may withdraw from the Order only by first filing with the Secretary a written resignation of membership, which shall lie upon the table till the next regular meeting, when the Worthy Chief Templar may, without vote of the Lodge, cause the member's name to be stricken from the roll.

SEC. 2. *Clearance and Travelling Cards* of the form prescribed by the Right Worthy Grand Lodge, shall be granted to members applying for them, if they are clear from all charges. A Clearance Card shall be valid for one year from its date, and a Travelling Card for the time for which payment of dues shall be made in advance, not exceeding one year.

SEC. 3. *Effect of Cards.* Members holding Cards granted by this Lodge are still members of the Order, and subject to the jurisdiction of this Lodge.

SEC. 4. *Travelling Members.* Any member desiring to visit this Lodge on a Travelling Card shall be examined in the ante-room, and shall not be admitted unless he proves himself in the Travelling Pass-word, and the work of the degree in which the Lodge is open.

ARTICLE X.

BY-LAWS AND AMENDMENTS.

SEC. 1. *By-Laws.* This Lodge may adopt such By-Laws and Rules of Order as may be deemed advisable which do not conflict with this Constitution, or the laws, rules and usages of the Order; *provided* that said By-Laws and Rules, and all amendments thereto, shall first receive the approval of the Grand Lodge, or, in the interim between sessions, the approval of the Grand Worthy Chief Templar.

SEC. 2. *Amendment.* This Constitution shall be altered or amended only by the Right Worthy Grand Lodge in the manner provided in the Constitution of Grand Lodges.

OF SUBORDINATE LODGE.

TICLE IX.

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BY-LAWS.

(Each Subordinate Lodge has the right to adopt such By-Laws for itself as it may deem necessary, *provided they do not in any wise conflict with the Constitution of Grand or Subordinate Lodges*, or the laws and usages of the Order.

The annexed code is here inserted as a guide to Lodges which they may adopt, with or without modifications, as they deem proper. Or they may prepare By-Laws for themselves, under the regulations as in the last paragraph.)

MEETINGS.

1. The regular meetings of this Lodge shall be held on ——— evening of each week.

2. The hours of meeting shall be Seven o'clock from the first of October to the first of April, and Eight o'clock, from the first of April to the first of October.

FINES, PENALTIES AND PRIVILEGES.

FOR ABSENCE.

3. The officers of this Lodge, for absence at the time of calling the roll at any regular meeting, shall be fined as follows, viz: Worthy Chief Templar, Worthy Vice Templar, Secretary, Financial Secretary, Marshal, each ——— cents; all other officers, ——— cents.

ABSENCE OF BOOKS.

4. For neglecting to have the books of the Lodge present at any regular meeting, a fine of ——— cents shall be imposed for each neglect.

FOR REFUSING TO WATCH.

5. Members who shall refuse to watch with the sick on the nights which fall to them, as directed in No. 21 of these By-Laws, when notified of the fact by the Committee for the Sick, shall pay a fine of ——— for each night of refusal, unless they furnish a substitute, or give the Committee such good reasons as will cause them to be excused.

FINES—HOW TO BE SETTLED.

6. All fines thus imposed, if not settled at the time, shall be charged by the Financial Secretary to the officer or member from whom due, and shall stand against such officer or member as regular dues, and must be liquidated to entitle him or her to the privilege of voting, and the Password.

EXCUSES.

7. Sickness or absence from the place on necessary business shall be the only reason which can be accepted by the Chair for non-payment of fines. No other excuse shall be granted, except by regular motion and a vote of the Lodge.

TATTLING MEMBERS.

8. Any member of this Lodge who shall be guilty of divulging the name of another who may speak or vote against a candidate for initiation, or any member making public any of the business or transactions of this Lodge, said member shall be fined, suspended or expelled, as the Lodge may direct; and if fined, the fine shall in no case be less than ——— dollars.

9. Any member of this Lodge who shall reply to, or notice any question regarding the Business, Password, Signs, or Private work of the Order, from any one not a member in good standing, which are calculated to expose matters which should be confined to this Lodge, shall be considered unworthy of membership, and may be expelled by a vote of the Lodge.

DECORUM.

10. Any member who shall, in this Lodge, use profane or objectionable and improper language, or refuse to obey the commands of the Chair when called to order, or use disrespectful expressions toward the officers or members of this Lodge, shall be subjected to fine for each offense, not exceeding two dollars, or to suspension or expulsion, as the Lodge may direct.

CONDUCT.

11. Any member who shall become addicted to any vicious or immoral habits, which will injure himself or his family, and disgrace the Order, shall be expelled.

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FEES AND DUES.

12. The initiation fee for this Lodge shall be for each male —— cents, and for each female —— cents.

DUES.

13. Every member of this Lodge shall pay into the general fund the sum of —— cents for males, and —— cents for females, quarterly in advance.

CARDS.

14. Members of this Order may be admitted as members of this Lodge by Card, on payment of ——— by males and ——— by females.

15. Any member wishing a Card of Clearance, from the Lodge, is entitled to it, if clear upon the books of the Financial Secretary, on payment of ——— by males, and ——— by females.

FUNDS.

HOW APPROPRIATED.

16. The funds of this Lodge shall be used for defraying the necessary expenses of this Lodge, and to pay the taxes levied by the Grand Lodge, (or R. W. Grand Lodge.)

17. No money shall be appropriated or used for other purposes than those mentioned in No. 16 of these By-Laws, unless two-thirds of all the members present at a regular meeting of this Lodge vote to do so.

COMMITTEES.

18. All Committees, unless otherwise ordered, shall consist of three members.

STANDING COMMITTEES.

19. The W. C. T. shall, on the night of installation, appoint the following Standing Committees for his term:

A Committee on Finance.

A Committee on Care of the Sick.

A Room Committee.

FINANCE COMMITTEE—DUTIES OF.

20. The duties of the Finance Committee are to examine and audit bills and accounts presented to this Lodge for payment, and at the close of the term, examine the accounts of the F. S. and T., and report the state of the finances of the Lodge.

COMMITTEE ON THE CARE OF THE SICK—DUTIES OF.

21. The Committee on the Care of the Sick shall consist of three brothers and three sisters. It shall be the duty of this Committee to visit the sick within twenty-four hours after being apprised of a member's sickness; they shall render to the brother or sister every assistance which shall appear to them called for, to give aid and comfort to the patient; and if watchers are required they shall notify two members for each night, calling upon them in the order in which they stand upon the roll of the Lodge, and the Committee serving themselves in the regular order. Fines for non-compliance with the provisions of this section are to be strictly enforced. (Sec. No. 5.)

ROOM COMMITTEE—DUTIES OF.

22. This Committee are to see that the room and regalia are always in readiness for meetings, and perform such other duties as the Lodge may require.

MISCELLANEOUS SECTIONS.

AGE OF CANDIDATES.

23. No person shall be admitted to membership in this Lodge who is under the age of twelve years.

ELECTIONS.

24. No officer shall be declared elected who has not received a majority of all legal votes cast.

TRUSTEES.

25. This Lodge shall elect three Trustees at the last regular meeting in October, in each year, who shall transact all the legal business of the Lodge.

TREASURER.

26. The amount of the bond of the Treasurer of this Lodge shall be two hundred dollars; but this amount may at any time be increased by a vote of the Lodge.

AMENDMENTS.

27. No part of these By-laws shall be repealed, altered or annulled, unless a notice to that effect be presented in writing to the Lodge, which shall lie over two weeks before action shall be had thereon, when, if two-thirds of the members present vote in favor of the amendment, it shall be adopted.

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RULES OF ORDER.

DUTIES AND PRIVILEGES OF W. C. T.

1. It shall be the duty of the Worthy Chief Templar to preserve order and endeavor to conduct all business before the Lodge to a proper and speedy result.

2. He shall state every question properly presented to the Lodge, and before putting it to vote shall ask, "Is the Lodge ready for the question?" Should no member offer to speak, he shall rise to put it, and after he has risen no member shall be permitted to speak upon it.

3. The Worthy Chief Templar shall have a casting vote in case of a tie; but in ordinary cases he shall not vote. He shall announce all votes and decisions. His decisions on points of order shall not be debatable, unless, entertaining doubts upon the subject, he shall invite discussion.

4. He may speak to points of order, in preference to other members of the Lodge, rising from his seat for that purpose, and shall decide questions of order, subject to an appeal to the Lodge by any member. On such an appeal no member shall speak more than once.

5. When an appeal is made from the decision of the Worthy Chief Templar, he shall put the question thus: "Shall the decision of the chair be sustained?"

6. It shall be the duty of the presiding officer, and the privilege of any member of the Lodge, to call a member to order who violates an established rule of order.

MOTIONS.

7. A motion must be seconded, and afterwards repeated from the chair, or read aloud, before it is debated. A motion shall be reduced to writing if any member requires it.

8. All resolutions shall be submitted in writing.

9. Any member having made a motion, may withdraw it, with leave of his seconder, before it is debated, but not afterward, without leave of the Lodge.

10. A motion to amend an amendment to an amendment shall not be entertained.

11. An amendment destroying or altering the intention of a motion, shall be in order; but an amendment in relation to a different subject shall not be in order.

12. On amendment to "strike out and insert," the paragraph to be amended shall first be read as it stands, then the words proposed to be struck out and to be inserted, and finally the paragraph as it would stand if so amended.

13. On a call for a division of the question, the majority shall decide. The call can only be granted when the division called for will leave distinct and entire propositions.

DEBATE.

14. When a member speaks or offers a motion, he shall rise in his place, and respectfully address the Worthy Chief Templar, confining himself to the question under consideration, and avoiding personality or unbecoming language.

15. When a member is called to order, he shall take his seat until the point is determined.

16. When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

17. No member shall speak more than twice, nor longer than five minutes each time, on any question, without leave from the Lodge, which leave shall be granted or refused without debate.

18. While a member is speaking, no one shall interrupt except for the the purpose of calling to order, or asking of the presiding officer leave to explain, or to call the previous question. A member allowed 'to explain,' shall only have the right to explain an actual misunderstanding of language, and shall be strictly prohibited from going into debate on the merits of the case.

19. For any member, in speaking, to impeach the motives of a fellow member, or treat such with personal disrespect, shall be deemed a violation of order, which may incur the censure of the presiding officer or the Lodge.

20. If any member shall feel personally aggrieved by a decision of the Chair, he may appeal from such decision.

21. Any conversation, by whispering, or otherwise, which is calculated to disturb a member while speaking, or hinder the transaction of business, shall be deemed

a violation of order, and if persisted in shall ensure censure.

PRIVILEGED QUESTIONS.

22. When a question is before a Lodge, the only motion in order shall be, 1st, to adjourn, 2nd, the previous question, 3rd, to lay on the table, 4th, to postpone indefinitely; 5th, to postpone to a definite period; 6th, to refer; 7th, to divide, if the sense will admit of it; 8th, to amend—to take precedence as herein arranged, and the first three to be decided without debate.

23. When the previous question is moved and seconded, it shall be put in this form: "Shall the main question now be put?" If this is carried, all further amendments and debates shall be excluded, and the question be put without delay. If the question has been amended, the question shall be taken on the amendment first. If more than one amendment has been made the last made amendment in order shall take precedence in the vote. It shall not be in order to re-consider the agreement to take the previous question.

24. When a motion is postponed indefinitely, it shall not come up again during the session.

ADJOURNMENT.

25. A motion to adjourn shall always be in order, except, 1st, when a member is in possession of the floor; 2nd, while the yeas and nays are being called; 3rd, when the members are voting; 4th, when adjournment was the last preceding motion; or 5th, when it has been decided that the previous question shall be taken.

26. A motion to adjourn, simply, cannot be amended; but a motion to adjourn to a given time may be, and is open to debate.

QUESTIONS NOT DEBATABLE.

27. 1st, a motion to adjourn, when to adjourn simply; 2nd, a motion to lay on the table when claiming privilege over another motion; 3rd, a motion for the previous question; 4th, a motion to reconsider; 5th, a motion to read a paper; 6th, a motion to take up particular items of business; 7th, questions of order, when

not appealed from the decision of the Worthy Chief Templar, or not submitted by him to the Lodge.

READING OF PAPERS.

28. The reading of any paper called for, relating to the subject under debate, shall always be in order.

FORMS.

CHARGE AGAINST A MEMBER.

TO.....Lodge, I. O. G. T.

I hereby charge Brother [or Sister], [give name], a member of this Lodge, with having violated Article———, of our Constitution, [or his or her obligation], on [give the time] at [give place where] [Signed by a member.]

[Insert date].

NOTIFICATION.

TO .....a member of.....Lodge, I. O. G. T.

You are hereby notified to appear before the undersigned Committee [name the place of meeting], on the.....day of .....at.....o'clock, and make answer to the charge annexed to this summons. In case you fail to appear, you will be reported to the Lodge as guilty of contempt, and you will incur expulsion therefrom, unless a satisfactory excuse is rendered. [Signed by the committee.]

Dated the.....day of.....18.....

[The notice of charge should be served personally on the accused at least three days previous to trial, if he can be found; if not, notice may be served by leaving it at the post-office, at least twelve days before the day of hearing, and to produce his or her evidence to sustain the charge.]

CREDENTIALS FOR REPRESENTATIVES

.....Lodge, No.....

.....August.....18.....

To the Grand Lodge of———

This certifies that.....has [or have] been elected Representative, and.....Alternate Representative from this Lodge for the current year.

.....W. C. T.

.....R. S. [Add seal.]

DEPUTY'S RECOMMENDATION.

.....Lodge, No.....

..... 18

To the Grand Lodge of———:

This certifies that.....a full Degree member has been recommended for Deputy of this Lodge, for the current year.

.....W. C. T.

.....R. S. [Add seal.]

ORDER.

the Worthy Chief Templar,
Lodge.
PAPERS.
called for, relating to the
ys be in order.

MS.
T A MEMBER.
.....Lodge, I. O. G. T.
ster], [give name], a member
olated Article———, of our
ation], on [give the time] at
member.]

TION.
.....Lodge, I.O.G.T.
pear before the undersigned
eeting], on the.....day of
answer to the charge annex-
ou fail to appear, you will be
y of contempt, and you will
less a satisfactory excuse is
[Signed by the committee.]
18.....
ved personally on the accused at
can be found; if not, notice may
e, at least twelve days before the
er evidence to sustain the charge.]

REPRESENTATIVE.
.....Lodge, No.....
.....August.....18.....

...has [or have] been elected
.....Alternate Representative
year.
.....W. C. T.
[Add seal.]

MMENDATION.
.....Lodge, No.....
..... 18

full Degree member has been
is Lodge, for the current year.
.....W. C. T.
[Add seal.]

Order of Business

FOR

SUBORDINATE LODGE.

1. Opening Ceremonies.
2. Roll of Officers and appointments *pro tem.*
3. Reading Journal and action thereon.
4. Report of Investigating Committee.
5. Balloting on Candidates.
6. Initiatory Ceremonies.

INTERMISSION.

7. Propositions for Membership and reference to Committees.
8. Reports; Special Committees; Sickness; Violations.
9. Charges preferred and referred to Committee.
10. Reports of Officers; Trustees; Finance Committee.
11. Application for Degrees.
12. Election, Installation and other Special Orders.
13. Unfinished Business.
14. Communications and New Business.
15. Good of the Order, Lectures, Essays, Speeches, Papers, &c.
16. Closing Ceremonies.